

**Boise Public Library**  
**Board of Trustees**  
Regular Meeting Minutes  
June 8, 2022

The Boise Public Library Board of Trustees met at the Main Library in the Marion Bingham Room for their regular meeting at 11:30 a.m. on Wednesday, June 8, 2022.

**Board of Trustees Present:**

Tonya Westenskow, President; Phil Magnuson, Vice President; Brian Klene; Nicole Trammel Pantera.

**Others Present:**

Jessica Dorr, Library Director; Kathleen Stalder, Library Acquisitions/Technical Services Senior Manager; Sarah Kelley-Chase, Library Services Senior Manager; Heidi Lewis, Library Division Manager; Ashley Hammond, Library Mental Health Coordinator; Joshua Shapel, Library Events Coordinator (Remote); Jamie Lundergreen, Library Communications & Customer Experience Manager (Remote); Joni Hansen, Branch Supervisor at Library! At Bown Crossing (Remote); Shawn Wilson, Boise City Public Works Assistant Facility Program Manager; Kim Nakamura, Boise City Department of Finance/Administration Finance Manager; Ed Jewell, Boise City Legal Counsel; Jill Johnson, President of Friend of the Boise Public Library (Remote); Lian Taylor, Library Administrative Specialist Senior.

**1. Call to Order and Introductions**

Westenskow called the meeting to order at 11:30 a.m., and a roll call was conducted.

**2. Communications**

None.

**3. Minutes – Action Item**

**MOTION** by Pantera and seconded by Klene to approve the May 11, 2022 regular meeting minutes. All in favor, motion carried.

**4. Consent Agenda – Action Item**

**a. Payment of Bills and Payroll**

**b. Financial Reports**

**MOTION** by Magnuson and seconded by Pantera to approve the May bills and payroll, the expenditure and revenue reports for the period ending April 30, 2022, and the Gift Fund activity report for April 2022. All in favor, motion carried.

Westenskow, Library Board of Trustees President, gave her final regards and praise to the rest of the Board and Library staff. The June Board meeting is her

last meeting as a Trustee.

## 5. Reports

### a. Friends of the Boise Public Library

Johnson reported to the Board that a new Treasurer for the Friends has recently been appointed. In addition, Johnson talked about the recent Spring Porch Sale that took place on Memorial Day weekend. In total, the sale raised \$3,300.

### b. Boise Public Library Foundation

None.

### c. Library Director's Report Including Administration and Management

Dorr presented an update to the Board on the upcoming appointments of two new Trustees. Once confirmed by City Council, Dorr will send the Board the appointees' biographies. Dorr hopes to have the new Trustees attend the July Board meeting.

Dorr introduced the Library's inaugural Mental Health Coordinator, Ashely Hammond. Per request from prior Board meetings, Dorr presented an example of library advocacy in the Board Packet as well.

Trustees inquired about the upcoming hire for the Library Chief Administrative Officer position.

## 6. Old Business

### a. Boise Public Library Policy Review

#### Section 4.00, Use of the Library

Kelly-Chase presented Section 4.00, Use of the Library (Policy 4.04, Security). There were no staff recommended changes to this policy and was presented as a discussion item only. Regulation changes were presented; however, Board approval is unnecessary for regulation changes. Trustees discussed the language and appeal period for suspensions.

This continues the Library Board of Trustees annual policy review for Fiscal Year 2022 as stipulated by the Board's bylaws.

### b. Strategic Planning

Lewis presented updates to the Board about the Strategic Plan. A new timeline was created to reflect the current progress made; Lewis said that the timeline was more adaptable to the needs of the plan. In addition, staff engagement has

started which included staff surveys and listening sessions. The Community Partners work group will be sharing recommendations with Strategic Planning teams soon. Lewis also mentioned that community conversations led by Trustees will begin in July. Trustees discussed ways to engage the new Board members in the Strategic Plan.

Lewis will return to the Board with an update on staff and community engagement as well as clarity on Board involvement.

## **7. New Business**

### **a. Fiscal Year 2023**

Dorr started the conversation with an overview of what was presented to City Council and the City-Wide budget timeline. Dorr also presented the objectives and high-level themes for FY 2023.

Nakamura went into detail about the Library's General and Heritage Funds. Nakamura especially focused on changes in revenue and expenditures. Trustees asked questions on forecasting and interdepartmental allocations to the Library. Trustees also discussed costs of digital resources.

Stalder presented all the major equipment costs for FY 2023. Wilson then presented the Library's facilities plan which included site, roof, and building wide improvements.

**MOTION** by Magnuson and seconded by Klene to approve Fiscal Year 2023 proposed general fund (including revenue, personnel, maintenance and operating), heritage fund (library donations), heritage fund (ILS), major equipment, major repair and maintenance, and capital budgets requested and forward to City Council for approval. All in favor, motion carried.

## **8. Selection of Trustee to Review Payment Vouchers**

Klene was selected to be the next Trustee to review vouchers.

## **9. Selection of Meeting Date**

The next Board of Trustees meeting is scheduled for Wednesday, July 13, 2022 at 11:30 a.m.

Ashley Hammond, the Library's inaugural Mental Health Coordinator, introduced herself to the Board.

**10. Adjourn**

**MOTION** by Pantera and seconded by Klene to adjourn at 1:30 p.m. All in favor, motion carried.

**Approved:**

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Jessica Dorr, Director

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Phil Magnuson, Vice President